



PARK ACADEMY JOB DESCRIPTION

JOB TITLE: DEVELOPMENT COORDINATOR
REPORTS TO: DEVELOPMENT DIRECTOR
FLSA STATUS: FULL TIME

SUMMARY: Park Academy is a small private non-profit school in Lake Oswego that serves students in grades 3-8 with dyslexia and other language-based learning differences. Our mission is to empower students with diverse learning challenges to reach their highest potential of giftedness, while excelling academically and becoming responsible citizens and community leaders.

Under the direction of the Development Director, the Development Coordinator is responsible for supporting the administrative tasks of the development department, as well as fundraising and event initiatives for Park Academy.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Database management
 - Maintain accurate donor records in database.
 - Enter all donations and pledges, generate thank you letters and donor receipts in a timely manner.
- Coordinate and assist with events such as the annual gala, golf tournament, and school jog-a-thon.
- Establish strong working relationship with volunteers and donors alike, and participate in stewardship and cultivation efforts.
- Work with DD, HS, and other appropriate staff to develop and implement an annual strategic development plan for Park Academy to span across all applicable channels in order to reach appropriate target audiences.
- Build and maintain relationships with local media outlets. Promote events and initiatives through press releases.
- Research and implement plans for foundation and grant requests.
- Manage Development department budgets
- Promote and coordinate volunteers for development department tasks and at events.
- Support the coordination of meetings, materials, and communications as needed
- Other duties as assigned.

QUALIFICATIONS

- Exceptional interpersonal skills; desire to cultivate long term relationships with community members.
- Project management skills, including ability to prioritize and stay organized
- Familiarity with database management and maintained (Salsa CRM)
- Bachelor's degree or equivalent education and life experience
- Ability to work occasional evenings and weekends for meetings and events as need
- Ability to handle highly sensitive information appropriately and maintain confidentiality
- Proficiency with multiple computer platforms

APPLICATION GUIDELINES/CONTACT:

Compensation: Salary commensurate with experience.

Resumes with a cover letter can be submitted directly to Elizabeth Dove via email at edove@parkacademy.org. For inquiries, you may reach Ms. Dove at 503.594.8784.

Park Academy is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. We invite members of all diverse communities to apply.